



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ELECTRONIC PARTS STOREKEEPER
SENIOR ELECTRONIC PARTS STOREKEEPER

Class No. 002615
Class No. 002616

■ CLASSIFICATION PURPOSE

Under general supervision, to procure, store, maintain manual and computerized inventory and/or supervise and coordinate the identification, ordering, storage and issuance of replacement parts and accessories for electronic and communication equipment; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Electronic Parts Storekeeper is distinguished from Stock Clerk in that the former requires considerable knowledge of specialized electronic parts and identifies, orders, stores and issues a wide variety of parts and accessories for electronic and other communication equipment. It is distinguished from the next higher class, Senior Electronic Parts Storekeeper, in that the latter has supervisory responsibility for the personnel in and operation of the electronic parts storeroom.

Senior Electronic Parts Storekeeper is a one-position class with supervisory responsibilities in the electronic parts storeroom. It is distinguished from the next lower class, Electronic Parts Storekeeper, in that the latter identifies, orders, stores, and issues electronic parts and accessories for electronic and other communication equipment.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Electronic Parts Storekeeper

Essential Functions:

1. Checks stock level and requisitions additional parts and equipment as needed.
2. Picks up, receives, stores, maintains manual and computerized inventories.
3. Issues parts and equipment.
4. Maintains parts catalogues and other files and records.
5. Locates, prices and orders non-stock and hard-to-find items.
6. Counsels with technicians on correct parts to use and possible substitutions.
7. Maintains records of county radios in county vehicles.
8. Follows up and expedites orders.
9. Arranges stock and keeps the storeroom clean and orderly.
10. Ensures safety and preservation of stock.
11. Maintains safe working conditions.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Electronic Parts Storekeeper

Essential Functions:

All the duties above and:

1. Supervises and trains subordinates.
2. Maintains and evaluates computerized and manual inventory of electronic parts and supplies.
3. Locates vendors and availability of parts and supplies.
4. Authorizes payment of bills for equipment received.
5. Inspects receipts to ensure conformance with requirements.
6. Approves parts requests, requisitions and purchase orders.
7. Plans storage layout of storeroom.
8. Maintains up-to-date catalog file to provide pricing, brand name and specifications for electronic parts.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Electronic, communication and related equipment parts and accessories.
- Computerized and manual inventory control practices and procedures.
- Electronic parts storekeeping methods.
- Safety practices.
- County customer service objectives and strategies.

Senior Electronic Parts Storekeeper (in addition to the above):

- Principles of supervision and training.

Skills and Abilities to:

- Maintain stock control records.
- Identify substitute electronic parts.
- Locate, price and order non-stock items, hard to find parts.
- Plan and implement efficient storage layout of a storeroom.
- Manage inventory control using modern computer technology.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Electronic Parts Storekeeper (in addition to the above):

- Plan and implement efficient storage layout of a storeroom.
- Supervise and train subordinates.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

Electronic Parts Storekeeper: One (1) year of experience in the identification, ordering, storage, and issuance of a wide variety of electronic parts and accessories for communications equipment.

Senior Electronic Parts Storekeeper: Two (2) years of progressively responsible work experience in the identification, ordering, storage and issuance of a wide variety of electronic/communication equipment parts and accessories, equivalent to the level of Electronic Parts Storekeeper with the San Diego County.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of objects.

Sufficient manual dexterity and hand-eye coordination is necessary to lift and move objects weighing up to 50 pounds, as well as to operate personal computer and other office equipment as needed.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

The work environment in the office is quiet and moderate to loud in the field.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: March 11, 1971 (Electronic Parts Storekeeper)
New: October 31, 1981 (Senior Electronic Parts Storekeeper)
Reviewed: Spring 2004
Revised: March 31, 2006

Electronic Parts Storekeeper (Class No. 002615)
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Union Code: AE
Union Code: MM

Variable Entry: Y
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